



**TBI**  
**JOB OPENING**  
**HR Manager 1**  
**HUMAN RESOURCES UNIT, TBI HEADQUARTERS**  
**JOB DUTIES**

Serves as Assistant Director of the Human Resources Unit. Conducts job analysis and classification/compensation studies. Oversees performance management activities and daily HR activities. Assists with employee relations issues. Provides HR consultative services to TBI employees and management staff. Interprets HR policies and procedures.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of increasingly responsible full-time professional human resources work; OR three years of increasingly responsible professional general human resources experience with the State of Tennessee. Additional graduate coursework in human resources administration or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years. Qualifying full-time professional human resources experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

**SALARY RANGE \$3,857 - \$6,171**

**For additional information please contact**

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Human Resources Unit  
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Apply for this position on the Tennessee Department of Human Resources website October 9 – October 15, 2013 <http://www.tn.gov/dohr/employment/applicant.shtml>

Positions will remain posted from October 9 – October 15, 2013, for a total of five business days.

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